

■ **Mitglied eines internationalen Teams, das plötzlich krank geworden ist**

I was sorry to hear that you had suddenly taken ill. But I understand that you are in good hands, so I have confidence in your speedy recovery. Don't give the project a second thought. You have a lot of good friends who are filling in for you. The only project in hand for you is to get well! Best wishes from all of us.

■ **Mitglied eines internationalen Teams, das einen Unfall hatte**

Nigel just told me about your accident, and that you are in hospital. I want you to know that we are all thinking about you and wishing you a speedy recovery. Yes, we need you back on the team, but we need you fully recovered!

Some of the team would like to visit you in the next few days if that's alright with you. We'll phone the hospital beforehand to find out if you want to have visitors. Those of us who are too far away for a hospital visit send you their sincere get-well greetings. Take care, and get well soon!

Beileid – die richtigen Worte auf Englisch

Kondolenzbriefe gehören zu den schwierigsten Aufgaben im Rahmen der Korrespondenz. Wenn Sie Ihr Beileid dann noch in englischer Sprache ausdrücken sollen, macht das die Sache nicht leichter.

Lassen Sie sich von den folgenden Anregungen beim Formulieren unterstützen:



■ **Brief an ein Mitglied des Vorstands, dessen Vorstandsvorsitzender verstorben ist**

Dear Tom

We were distressed to read in The Times this morning that your CEO has died. I am writing to express our deep sympathy. I had the privilege of knowing Andrew for many years and always regarded him as a friend.

By his untimely passing our industry has lost one of its best leaders. He will be greatly missed by all who knew him. Please convey our sympathy to the rest of the Boardmembers.

Yours sincerely



■ **Brief an den Sohn eines ehemaligen Mitarbeiters, der verstorben ist**

Dear Joseph

I was very sorry to learn of your father's death.

I remember your father well from the years he served at our school until his retirement three years ago. I well recall the sense of pride with which he always spoke of his sons.

Your father will be greatly missed by all those staff who worked with him at St. Steven's School, and we all join in expressing our sympathy to you and your family.

Yours sincerely



■ **Beileidskarte an einen Geschäftspartner**

Dear Mr. Willis

With deep regret, I have just heard of the death of your wife. There is very little one can say at a time like this, but all of us would like to extend our sincere sympathy at your loss.

Please include us among those who share your sorrow at this sad time.

Yours sincerely

Noch ein paar Beispiele für den ersten Satz in einem Beileidsbrief

- *I was so sorry to hear of the death of your wife after her long and courageous battle with cancer. Her death touches me deeply. She was ...*
- *I have just heard that your husband has passed away, and am deeply saddened by the news. I knew him as ...*
- *It is with great sorrow that we learned of the death of ...*

